

EDITED TASK LISTING

CLASS: PRISON CANTEEN MANAGER I

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervise, direct and monitor the work of inmates/wards in the canteen functions (e.g., ordering, receipt, storage, and inventory of varied commodities, etc.) in order to facilitate accurate record keeping, promote a safe work environment, provide adequate quantities and an uninterrupted supply of merchandise for the institution, etc. utilizing various laws, rules, regulations, Departmental policies and procedures, Penal Code 5006, Title 15, DOM, Injury Illness Prevention Program (IIPP), Institution and Camps (I&C) Manual, a perpetual inventory tracking system (e.g., Automated Canteen Sales System [ACSIS], Quick Books, etc.), hands on instruction, duty statements, effective communications and interpersonal skills, effective supervisory skills, etc. on a daily basis.
2.	Access various computers/automated systems (e.g., Automated Canteen Sales Inventory System [ACSIS], a perpetual inventory tracking system, Quick Books, Ward Information Network [WIN], etc.) in order to access/request, enter/change and retrieve canteen data and/or supplies, create photos, upload music, respond to requests from management, DOM, Departmental policies and procedures, etc. utilizing various databases, etc. on a daily basis.
3.	Manage canteen accounts (e.g., cash, funds, ducats, special purchases, etc.) in order to balance a cash drawer, handle funds/ducats, make change, adjust sale orders, transactions, etc. utilizing math skills, receipts, store inventory, laws, rules, regulations, Departmental policies and procedures, etc. on a daily basis.
4.	Manage receipt of commodities (e.g., merchandise, materials, supplies, equipment, etc.) in order to establish an inventory, operate the canteen, monitor property control, auditing purposes, payment of invoices, etc. utilizing an automated database system, ACSIS, forms, Stock Receive Reports (SRR), etc. in accordance with laws, rules, regulations, Departmental policies and procedures, Penal Code 5006, Title 15, SAM, DOM, I&C Manual, etc. on a daily basis.
5.	Appropriately price merchandise for sale to staff/inmates/wards in order to render each canteen self supporting through established/consistent mark up, provide ethical pricing, etc. utilizing laws, rules, regulations, Departmental policies and procedures, Penal Code 5005, fixed costs with the contracting items with Inmate Welfare Fund (IWF)/Ward Benefit Fund, non-fixed costs with the noncontract items, etc. on a daily basis.

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6.	Audit canteen inventory in order to ensure accountability, stock availability, theft prevention, etc. utilizing physical inventory reports, reconciliation reports, adjustment reports, DOM, I&C Manual, Departmental policies and procedures, etc. on an as needed basis (e.g., monthly, quarterly, etc.)
7.	Contact and maintain an ongoing relationship with vendors in order to ensure adequate inventory, sale prices, new merchandise, out of the ordinary merchandise, seasonal merchandise, specials, samples, discrepancies in the shipment/receipt of inventory, appropriate security shipment issues (DOM-Article 43), etc. utilizing effective communication and interpersonal skills, etc. on a daily basis or on an as needed basis.
8.	Determine the types and quantities of commodities (e.g., merchandise, materials, supplies, equipment, etc.) to be ordered for the canteen in order to create an uninterrupted flow of materials without overstocking, ensure appropriate security shipment issues (DOM-Article 43), etc. utilizing record sales, heightened awareness of needs/requests, survey the population, inmate/ward demand history, Inmate/Ward Advisory Council (e.g., Men's Advisory Council, student council, Canteen Committee, etc.), a perpetual inventory tracking system (e.g., Automated Canteen Sales System [AC SIS], Quick Books, etc.), chain of command, DOM, Departmental policies and procedures, etc. on a daily basis and/or on an as needed basis.
9.	Establish, promote and maintain confident and cooperative working relationships with others (e.g., inmates, wards, vendors, staff, etc.) in order to meet the department's goals and objectives, promote communication/participation, enhance morale and productivity, etc. utilizing various resources, effective communication and interpersonal skills, etc. on an ongoing basis.
10.	Inspect the canteen in order to comply with security issues, cleanliness, potential health and safety issues, etc. utilizing local health and safety inspection checklists, Material Safety Data Sheets (MSDS), CDCR's Fire Department inspectors, personal background experience, DOM, I&C Manual, SAM, Title 15, to comply with laws, rules, regulations, Departmental policies and procedures, etc. on a daily basis and/or on an as needed basis.
11.	Maintain a safe and secure environment in order to prevent potential inmate/ward disruptive situations, ensure staff and inmate/ward safety and facility security, etc. utilizing effective communication skills, site observation, inmate/ward searches, correctional awareness, inmate/ward disciplinary actions (e.g., 115 form, 128A form, Disciplinary Decision Making System [DDMS], etc.), etc. on a daily basis and/or as needed.

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12.	Maintain accurate canteen records in order to comply with laws, rules, regulations, Departmental policies and procedures, retain historical data, respond to inmate/ward appeals, inventory reconciliation, timekeeping and accountability for inmate/ward working in canteen, etc. utilizing computer data systems, paper filing system, laws, rules, regulations, DOM, I&C Manual, Departmental policies and procedures, etc. on a continuous basis.
13.	Participate in various meetings/committees/teams/task forces/mandated training (IST and OJT) in order to ensure the inventory meets the needs of the correctional facility, determine needs and interests of inmates/wards, provide two-way communication with others, represent the department, etc. utilizing effective communication skills, subject matter expertise, personal knowledge, etc. as directed by the immediate supervisor, etc.
14.	Conduct a physical inventory at the facility in order to maintain accountability, integrity of count/separation of duties, and reconcile records to an automated database system, prevent theft, inventory discrepancies, spoilage, security, stock rotation, etc. utilizing various forms, a perpetual inventory system (e.g., ACSIS, Quick Books, etc.), etc., in accordance with laws, rules, regulations, Departmental policies and procedures, DOM, I&C Manual, and SAM, etc. on an as needed basis.
15.	Prepare various written documents (e.g., reports, forms, correspondence, inmate/ward appeals, etc.) in order to provide various data/information to others (e.g., staff/management, Accounting Office, Inmate/Ward Trust/Welfare Fund, Vendors, etc.), maintain accurate records/logs, compile data, prepare special orders, auditing purposes, invoice payments, etc. utilizing effective written communication and research skills, Title 15, laws, rules, regulations, Departmental policies and procedures, DOM, I&C Manual, SAM, automated database systems, various forms, etc. as required and/or upon request.
16.	Provide training to inmates/wards in order to develop a trained efficient work force which will meet the day-to-day operational needs of the canteen and provide a safe and secure environment, etc. utilizing effective communication and supervisory skills, laws, rules, regulations, Departmental policies and procedures, etc. on an as needed basis.
17.	Order canteen commodities (e.g., merchandise, materials, supplies, equipment, etc.) in order to sell to inmates/wards, use in daily operations, etc. utilizing laws, rules, regulations, Departmental policies and procedures, personal knowledge, etc. on an as needed basis.

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18.	Reconcile inventory discrepancies in order to maintain an accurate record, identify theft, note damaged/spoiled items, displays cost and price of goods, on-hand balance, quantity of sales, etc. utilizing inventory methods, various forms, reports, database systems (e.g., ACSIS, Quick Books, etc.), etc., in accordance with DOM, I&C Manual, SAM, Departmental policies and procedures, etc. on a monthly and/or as needed basis.
19.	Represent the Department, in formal or informal settings, regarding legal proceedings, act as a subject matter expert, meetings, conferences, etc. in order to obtain and report information and/or represent the interest of the Department, etc. utilizing interpersonal communication skills, personal expertise, etc. as needed and/or upon request.
20.	Research various canteen issues in order to gather information to respond to requests from others (e.g., management, Student Council, Men's Advisory Council, inmates/wards, staff, etc.), respond to inmate appeals, ensure compliance, etc. utilizing laws, rules, regulations, Departmental policies and procedures, DOM, SAM, I&C Manual, Title 15, etc. upon request from management/others.
21.	Determine and/or comply with scheduling hours of operation of the canteen in order to accommodate different living arrangements, accommodate workload issues and institutional needs, inmate/ward behavior management strategies, security issues, etc. utilizing Departmental policies and procedures, DOM, I&C Manual, etc. based on pre-determined institutional operational needs, and/or on an as needed basis.
22.	Manage canteen merchandise from receipt through distribution in order to ensure proper rotation (first-in first-out), meet the needs of the inmate/ward population, ensure adequate on-hand inventory, consider perishables/dated products, etc. utilizing accepted warehousing methods, DOM, SAM, I&C Manual, Departmental policies and procedures, etc. on a daily basis.
23.	Oversee the cleanliness of the canteen in order to comply with laws, rules, regulations, Departmental policies and procedures, etc. utilizing various inspections (e.g., local Health and Safety, Environmental Health Survey, CAL-OSHA, etc.), laws, rules, regulations, etc. on a daily basis and/or as needed.
24.	Date stamp all merchandise upon receipt in order to ensure proper rotation and location (e.g., first-in first-out), etc. utilizing markers, used by date on merchandise, etc. on a daily basis.

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25.	Deliver supplies to various locations (e.g., canteen, individual living units, AD-SEG Units, etc.) from the warehouse and/or other canteens in order to restock shelves, distribute goods, etc. utilizing transfer sheets, forms, material handling equipment (e.g., forklift, pallet jacks, hand-carts, etc.), trucks, Departmental policies and procedures, laws, rules, regulations, etc. on an as needed basis.
26.	Ensure appropriate signatures are on various documents (e.g., purchase orders, canteen listings, canteen order forms, ward special draws, ward trust roster, ward benefit expenditure forms, etc.) in order for inmate/ward to purchase and receive items, to minimize forgery, for canteen to purchase goods, etc. utilizing privilege cards, signature cards, photo identification, thumb prints, CDCR numbers, etc. for every transaction.
27.	Work in the canteen and/or warehouse in order to fill in during the absence of staff, meet the needs of the inmate/ward population and institutional operational needs, etc. utilizing personal experience, etc. on an as needed basis.